



Congleton Amateur Swimming Club

Notes from the Management Committee Meeting held on 18 May 2015 at
5 Berkshire Drive, Congleton

Present: Bill Wolstencroft (in the chair), Vicky Rhodes, Sue Conway, Rachel Williams

1) Apologies

Brian Leese, Gillian Goodwin, Debbie Davenport, Tracy Harvey Kath Bratt

2) Notes of the last meeting (30 March 2015)

The notes of the meeting on 30 March 2015 were accepted as a true record.

3) Matters arising

Action	Description	By whom	Status
53	Provide risk assessment template	Sue	Complete.
65	Ascertain training requirements for a welfare officer	Sue	Ongoing. Information received from Sport Cheshire on the requirements for training for a sports club welfare officer. See Appendix A
70	Adapt Wavepower for the club	Sue	Ongoing
71	Identify a Health and Safety Officer	Sue	Put the role description on the webpage and publicise to the parents.
73	Consider further training	Sue	The NSPCC basic Child Safeguarding training is outstanding for Debbie, Deborah, Genny and Diane. Karen and Vicky's are outstanding.
81	Policy and procedure for managing challenging behaviour etc	Sue	Ongoing. There is an issue with some children in the learner pool who find it hard to listen to the teachers and accept instructions. Sue to talk to Kath about this because it may be too early for those children to be part of the club. We can consider asking them to wait until they are mature enough to take part in classes.
82	Policy statement on whistleblowing	Sue	Complete – see agenda item below
83	Safeguarding policy and procedures to include reporting concerns about an adult	Sue	Ongoing from 19 January meeting – information and links provided by Rachel
84	Review the safeguarding policy and procedures in line with additional information received	Sue	Ongoing

4) Finances

The finances continue to look healthy.

5) Development Plan update with policies and procedures (standing item)

(1) Updates as agenda items below

6) Child Safeguarding Updates (standing item)

Bill has completed Safe Recruitment training.

7) Quality Documents

- a. Whistleblowing Policy Statement – accepted by the committee
- b. Health and Safety Officer Role Description – accepted by the committee
- c. Risk assessment - to be completed in line with the one provided by the Leisure Centre. Bill and Sue met the new centre manager who has sent over a risk assessment template to be merged with the CASC one. She has agreed that if there is an issue with anything in the building, prior to a session starting, she will let us know. The centre has requested that the lifeguards are informed if there is a swimmer with diabetes or epilepsy and it was agreed that the teachers will let them know at each session, if this is the case. The parents have a responsibility to tell the door volunteers if there is a health issue that might affect their swimming and the senior teacher will check with them. At the moment, we have no swimmers with serious health issues. We will always look at the individual child and work out what's best for them.
- d. Disciplinary Procedure – Sue has made a start on this and the committee agreed that a simple and clear version is needed. It will include the statement that, where there has been a breach of the codes of practice, the committee will decide on the appropriate action. Everyone will have the right to appeal.

8) Any other business

- i) Sue has written a short article for the Partnerships in Action Cheshire East newsletter asking for volunteer teachers.
- ii) It may be possible for us to have volunteer teachers from the Congleton College, when that is up and running.
- iii) Eaton Bank may have students who would like to be volunteers.

9) Date of the next meeting

The next meeting is to be a short one before the AGM on 13 July 2015, if Kath thinks she can get the accounts done in time. Sue to book the Directors' Lounge at the Leisure Centre.